

SIGN REVIEW AND INFORMATION

Plan review is required when:

Pylon sign with a total height over 4 ft. from grade.

(Designer must stamp the drawings and be sure to include 90 MPH wind speed on drawings)

Monument sign with a total height over 4 ft. from grade.

(Designer must stamp the drawings and be sure to include 90 MPH wind speed on drawings)

Any awning, no matter how far it projects from building.

(Designer must stamp the drawings and be sure to include 90 MPH wind speed on drawings)

Wall signs that extend over 18 inches past the face of the building: all wall signs over 250 lbs.

(Designer must stamp the drawings and be sure to include 90 MPH wind speed on drawings)

Electric for wall, monument and pole signs does not need plan review, unless a new panel or service for the sign designed, however a permit will be required for electric.

All new panels and services for signs must go through plan review and charged for electric.

All signs must have attachment details (how are they connected to the building) to receive a permit.

Electric sign permit shall be pulled if not part of another electrical permit, such as a new building, alteration or addition project and the work is being performed by the same registered electrical contractor.

PLAN REVIEW REQUIREMENTS

Must be included for sign plan review:

Completed Commercial Plan Review Form

Check for review- based on square footage of sign(s) and whether you are applying for just building or building and electrical.

2 sets of stamped plans

PERMIT REQUIREMENTS

If applicable, the plans must be approved.

Commercial Building Permit and/or Commercial Electrical Permit forms completed.

Zoning approval from local zoning department, if applicable.

Permit fee(s) based on square footage or a minimum fee of \$103.00 per permit.